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Table of Contents

1. Introduction.....	1
2. Objectives.....	1
3. Add and Edit Demographic Data.....	1
3.1 Add a Patient.....	1
3.2 Edit Patient Information	9
4. Enter Readiness Information.....	12
5. Student Practice – Add Patient	29
6. Student Evaluation – Enter Readiness Data.....	30
6.1 Skill.....	30
7. Conclusion	32

LESSON PLAN FOR MODULE 2: DEMOGRAPHIC AND READINESS DATA

Instructor Preparation Guidelines

Prior to conducting this module, the student should be familiar with navigating AHLTA-Mobile screens.

Prior to conducting this module, the instructor should be familiar with navigating AHLTA-Mobile screens, have practiced the procedures explained in this module, and be able to demonstrate them with ease.

For training purposes, charge the Pocket PCs overnight, especially if they are fresh out of the box.

Ensure each workstation has the following hardware and software:

- A Pocket PC with AHLTA-Mobile application installed and patient data loaded (Ensure you are familiar with Hewlett Packard iPAQ model 5150 or Symbol MC70 because these are the models of Pocket PC used in writing the training materials.)
- A laptop or desktop with TMIP-J Block 2 installed with the AHLTA-Theater application
- AHLTA-Mobile storage card

Ensure the instructor's AHLTA-Mobile interface displays the Remote Display software image of the Pocket PC, or the instructor has the Margi Presenter-to-Go connected to the projector and the Pocket PC. This enhances instruction for larger classes because students will be able to observe the AHLTA-Mobile application and the instructor led scenarios from the projector to the screen. Instructor will need a projector.

Estimated Time

The estimated time for this module is one hour.

Objectives

At the end of this module, the student will be able to accomplish the following without assistance:

- Add patient data
- Edit patient data
- Enter readiness information

Student Evaluation

At the end of this module, students will complete a scenario and the instructor will check their work.

1. Introduction

This module explains how to use AHLTA-Mobile to enter and edit patient demographic and readiness data for new patients.

2. Objectives

At the end of this module, you will be able to accomplish the following without assistance:

- Add and edit patient demographic data
- Enter readiness information

3. Add and Edit Demographic Data

This section describes tasks to complete if patient demographic data is missing or needs updating.

3.1 Add a Patient

If an individual in your unit does not have a patient record in AHLTA-Mobile, create a new patient record using the following steps:

Instructor Notes

Ensure the students have not inserted the EICs into their devices.



Step	Result
1. Turn on the Pocket PC and tap Start on the Today screen. See Figure 3-1.	The Start menu screen displays as shown in Figure 3-2.
2. Tap AHLTA Mobile . See Figure 3-2.	The AHLTA Mobile Startup screen displays as shown in Figure 3-3.

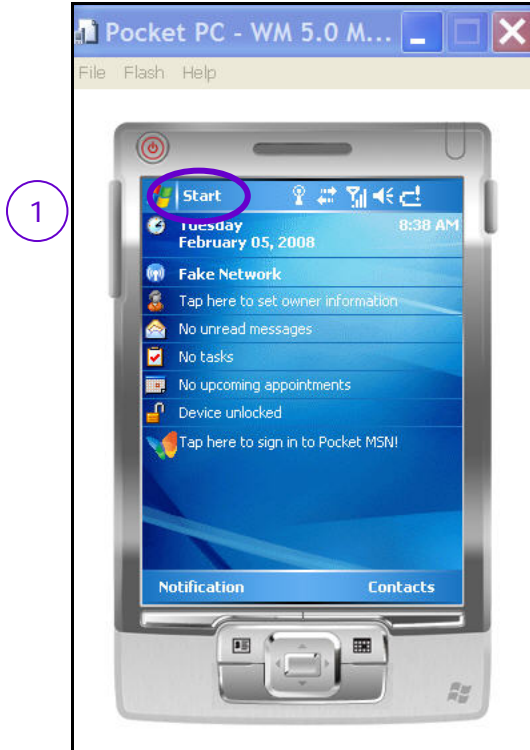


Figure 3-1. Today Screen



Figure 3-2. Start Menu Screen

- | Step | Result |
|--|--|
| 3. Ensure Select Patient appears in the top field on the Startup screen. See Figure 3-3. | The Add Patient button appears below the Select Patient field of the AHLTA-Mobile Startup screen. |
| 4. From the AHLTA-Mobile Startup screen, tap Add Patient . See Figure 3-3. | A blank Patient Information screen displays as shown in Figure 3-4. |

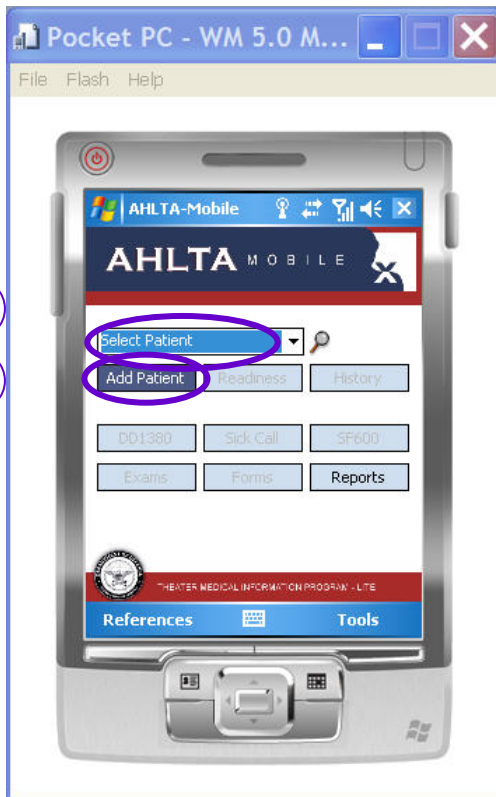


Figure 3-3. Startup Screen with Add Button

Instructor Notes

If a patient is "Unknown," tap the **Unknown Patient** text field in the upper left corner of the patient information screen as shown in Figure 2-4. This action will complete the name field with a John or Jane Doe and a fake SSN starting with the number 8.

The screenshot shows a Pocket PC interface for the AHLTA-Mobile application. The window title is 'Pocket PC - WM 5.0 M...'. The application menu bar includes 'File', 'Flash', and 'Help'. The main screen displays a 'PATIENT INFORMATION' form. The form has a header 'Unknown Patient'. Below this are several input fields: '*Last Name', '*First Name', 'MI', 'Sex' (with radio buttons for M and F), '*FMP', '*SSN', '*DOB', 'Height (in)', 'Weight (lbs)', 'Blood', 'Force', 'Grade', 'Rank', 'Race', and 'Religion'. At the bottom are 'Save' and 'Tools' buttons. Numbered callouts are placed around the form: 5 is next to the 'Last Name' field, 6 is next to the 'First Name' field, 7 is next to the 'MI' field, 8 is next to the 'FMP' field, 9 is next to the 'SSN' field, 10 is next to the 'DOB' field, and 6 is next to the 'Sex' field.

Figure 3-4. Patient Information Screen

Instructor Notes

Demonstrate the use of the keyboard.

Direct the students to use their last or middle name as the last name for this new patient so there will be unique patient records added. Use the other patient data in the scenario to make completing the task easier.

Step

5. Use the keyboard and stylus to enter data. Tap the **Last Name** field and type your last name. Tap **Tab** and continue entering **First Name** and **MI**, e.g., **John, W.** See Figure 3-4.

Result

The name appears.

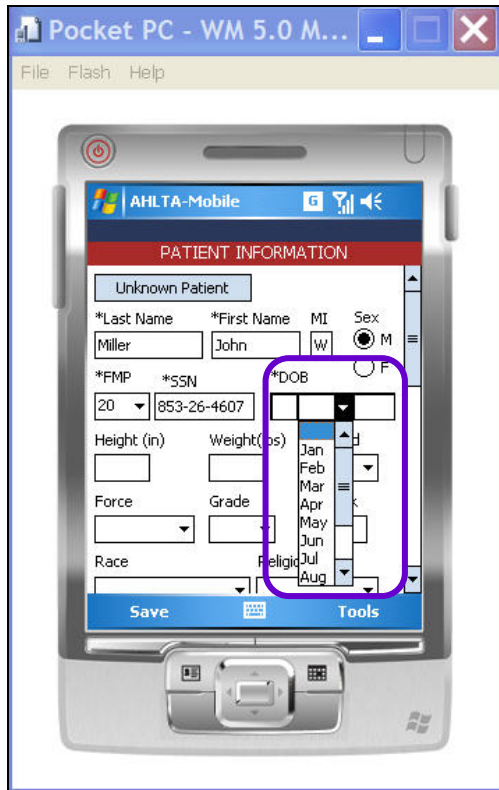
Note: Use the following tips for data entry using the keyboard and stylus:

- Tap **Tab** to move from field to field.
- Tap **CAP** to set caps lock on.
- Tap **Shift** and then a letter to capitalize.
- Tap **123** to display the numbers keyboard.

Note: To enter a Black Ops patient, enter “#” in the **Last Name** Field. **First Name** and **MI** are automatically grayed out and the **SSN** is entered as XXX-XX-XXXX.

Step	Result
6. Tap M in Sex field. See Figure 3-4.	Radio button selected as shown.
7. Tap Blood drop down arrow and select O- . See Figure 3-4.	Value displays in Blood field.
8. Tap 123 on the keyboard and enter the SSN 853264607 . Hyphens are entered by the system. See Figure 3-4.	The SSN appears.
9. Select from the drop down list Height (in): 73 Weight: 185 . See Figure 3-4.	Data appears in the respective fields.
10. Tap the DOB drop down arrow. See Figure 3-4.	The Calendar window displays as shown in Figure 3-5.

Note: When finished with the keyboard, tap the icon to close.



Instructor Notes

Demonstrate the use of the calendar feature.

Figure 3-5. Patient Information Screen with Calendar Window

Step

11. Select **25 May 1978** as the **DOB** for the patient. See Figure 3-5.

Result

The date appears in the **DOB** field as shown in Figure 3-6.

Figure 3-6. Populated Patient Information Form

Step	Result
12. Select from the drop down list: - Race: White - Religion: Protestant - Nationality: US See Figure 3-6.	The selections appear in the fields. As you scroll down, more fields display as shown in Figure 3-6.
13. Select USA from the Force drop down list. See Figure 3-6.	The Force field is filled. For civilian patients, Grade , Rank , ASI , and MOS/FAD are disabled.
14. Select E6 from the Grade drop down list. See Figure 3-6.	Grade field is filled. Rank will be added once Force and Grade are complete.

Step	Result
15. Enter appropriate values of your choice in the remaining fields: - Unit -Additional Skill Identifier (ASI) -Military Occupational Specialty/Force Activity Designator (MOS/FAD) - Mission Name -Unit Identification Code (UIC) - Home Station - Geolocation - Country See Figure 3-6.	
16. Tap Save . See Figure 3-6.	Entered data saves. The Startup screen appears.

3.2 Edit Patient Information

If a record for an individual in your unit was successfully imported but the demographic data needs to be updated, follow these steps:

Scenario: The new patient just assigned to your unit has incorrect demographic data in his record. Change the SSgt's data to reflect the following information.

Field	Patient Data
Race	Hispanic
Force	USA-NG
Grade	E5
Rank	SGT
Religion	Jewish



- | Step | Result |
|---|--|
| 1. On the Startup screen, select Patient field, tap the drop down arrow, and select the patient's name your last name, John W (4607) . See Figure 3-7. | The patient's name appears in the Select Patient field. |

Instructor Notes

Following the steps listed, direct the students to use the scenario for the editing process.



Figure 3-7. Startup Screen with Selected Patient

Step	Result
2. Tap down arrow to select patient. See Figure 3-7.	The list of patient names displays as shown in Figure 3-7.
3. Tap Patient Info . See Figure 3-7.	The patient data displays as shown in Figure 3-8.

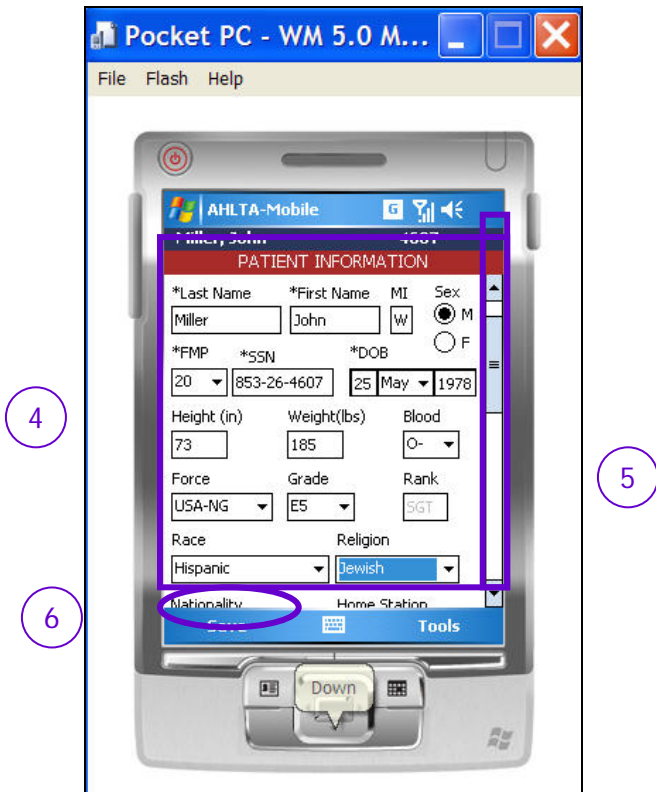


Figure 3-8. Patient Information Screen (Existing Patient)

Step	Result
4. Change the data as needed. See Figure 3-8.	The new information appears in each field.
5. Use the scroll bar to view all data fields. See Figure 3-8.	Fields display as shown in Figure 3-8.
6. Tap Save . See Figure 3-8.	The information is saved. AHLTA-Mobile Startup screen appears.

4. Enter Readiness Information

The Readiness section contains a patient's medical information. This information usually comes from an assessment of the patient by the provider. This data should be entered for all personnel.

Use the following scenario information to execute the steps:

Scenario: SGT (your last name) has provided his readiness information for you to add to his data file. Using this information and following the steps provided, complete your patient's Readiness information in the AHLTA-Mobile program.

Instructor Notes

Direct the students to use the scenario data to individually complete the steps. They should use the patient they created in the previous task. Ask various class members to explain the data entry for the various sections as you go through the form.

Keep the instructor Pocket PC screen displayed on the overhead.

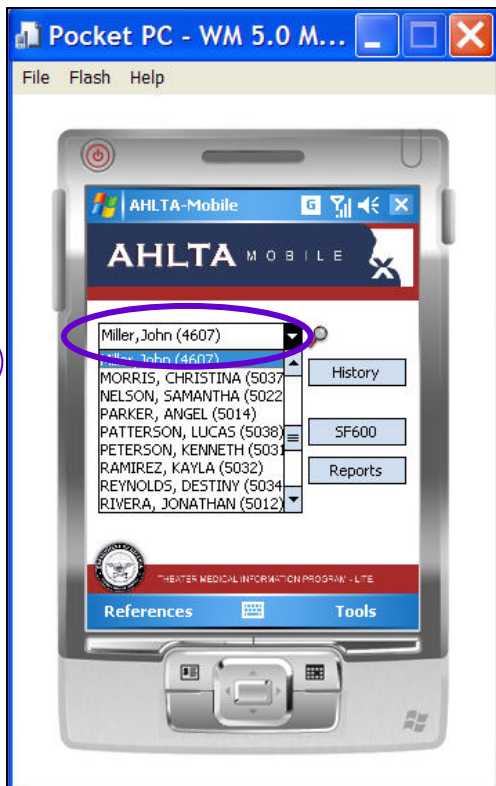



Figure 4-1. Startup Screen with Selected Patient

Step	Result
 <ol style="list-style-type: none">1. From the AHLTA – Mobile Startup screen in the Select Patient field, select the patient's name your last name, John W (4607) from the drop down list. See Figure 4-1.	The patient's name displays as shown in Figure 4-2.

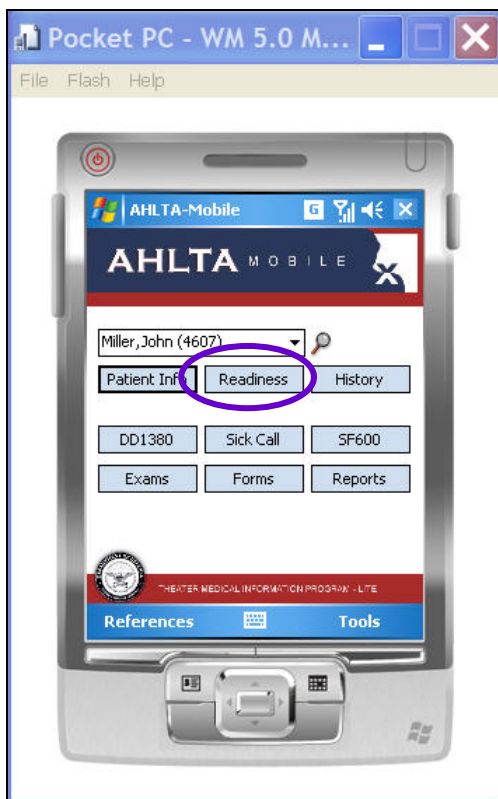
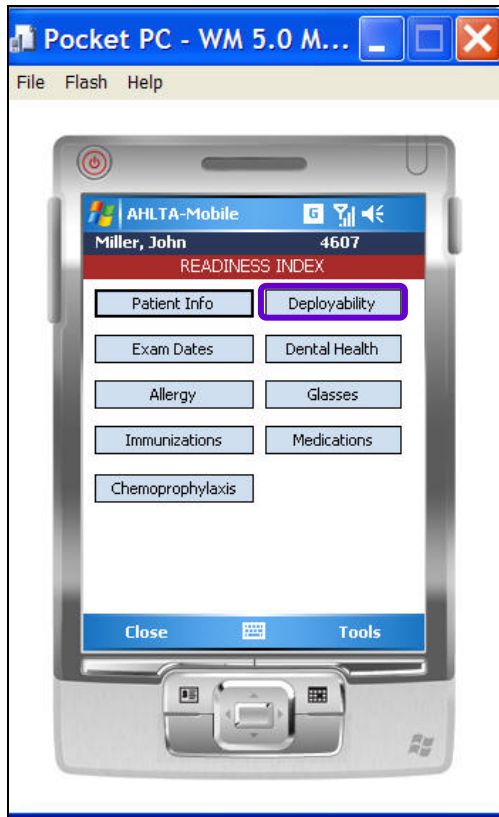


Figure 4-2. AHLTA-Mobile Startup Screen with Selected Patient and Readiness Button

Step	Result
<ol style="list-style-type: none">2. Tap Readiness. See Figure 4-2.	The Readiness Index screen displays as shown in Figure 4-3.



Instructor Notes

Point out that you can select a different patient from the **Name** drop down list under **Patient Information**. You can also edit demographic data for the selected patient by Taping **Edit Patient Information**.

Figure 4-3. Readiness Index Screen

Step	Result
3. Tap Deployability . See Figure 4-3.	The Readiness Deployability screen appears. As shown in screen Figure 4-4.



Figure 4-4. Readiness Deployability Screen

Complete the readiness fields using the information provided in Steps 3-28 of this exercise.

Step	Result
4. Tap Deployable radio button. See Figure 4-4	Radio button selected.
5. Select Yes from the drop down lists for Flight Status , Flight Rating , and PRP (Personnel Reliability Program). See Figure 4-4.	The data appears in the fields.

- | Step | Result |
|--|---|
| 6. Select PULHES data from the drop down lists and select the following values:
- P - Physical capacity or stamina Category II
- U - Upper extremities Category II
- L - Lower extremities Category I
- H - Hearing (including ear defects) Category I
- E - Eyes Category I
- S - Neuro-psychiatric Category II
See Figure 4-4. | |
| 7. Enter the PULHES Date 01 Oct 2005 .
See Figure 4-4. | Date appears in the field. |
| 8. Tap Save .
See Figure 4-4. | The Readiness screen appears as shown in Figure 4-5. |

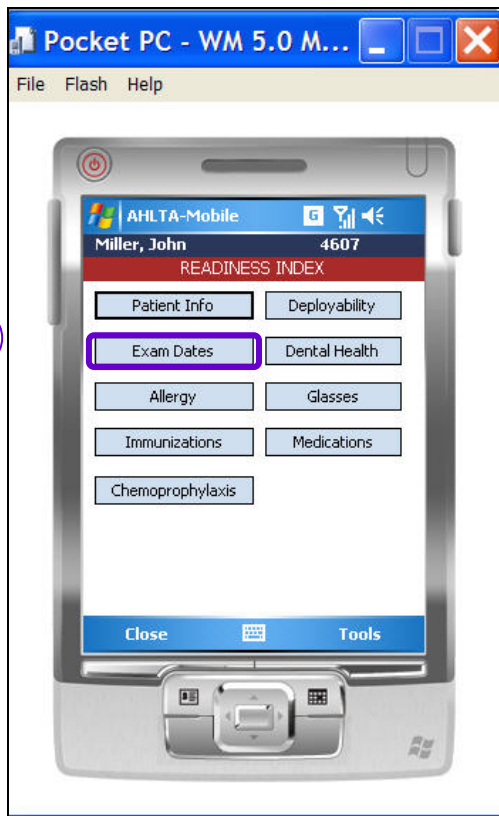


Figure 4-5. Readiness Index Screen

Step	Result
9. Tap Exam Dates on the Readiness Review screen. See Figure 4-5.	The Readiness Exam Dates screen appears with fields to add dates for seven exams: Physical, PAP, Dental, Hearing, Eye, HIV, and DNA as shown in Figure 4-6.
	For male patients, the Pap Exam field is disabled.

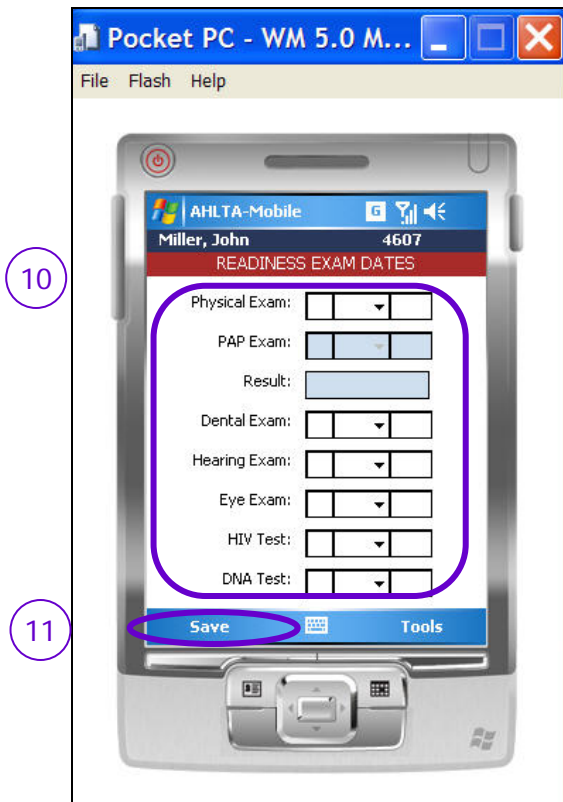


Figure 4-6. Readiness Exam Dates Screen

- | Step | Result |
|---|---|
| 10. Enter the date 07 Dec 2004 for the last five exams.
See Figure 4-6. | Dates display in fields. |
| 11. Tap Save .
See Figure 4-6. | The Readiness Index screen appears as shown in Figure 4-7. |

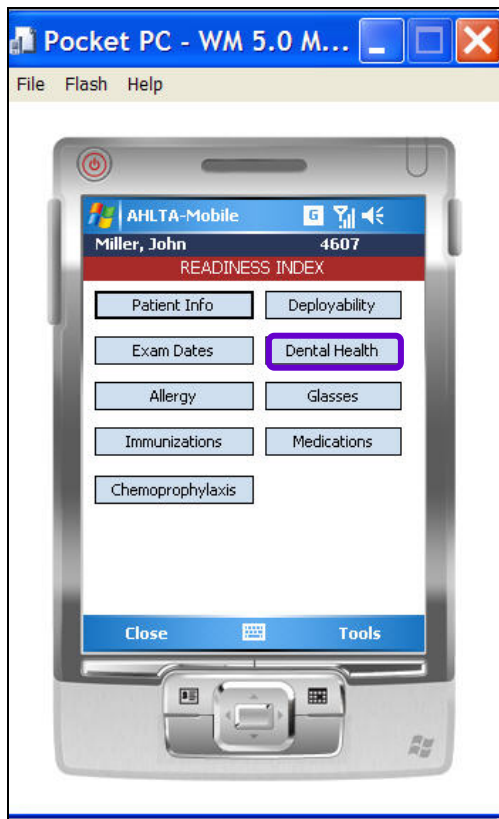


Figure 4-7. Readiness Index Screen

- | Step | Result |
|---|---|
| 12. Tap Dental Health on the Readiness Index screen.
See Figure 4-7. | The Readiness Dental Health screen appears as shown in Figure 4-8. |

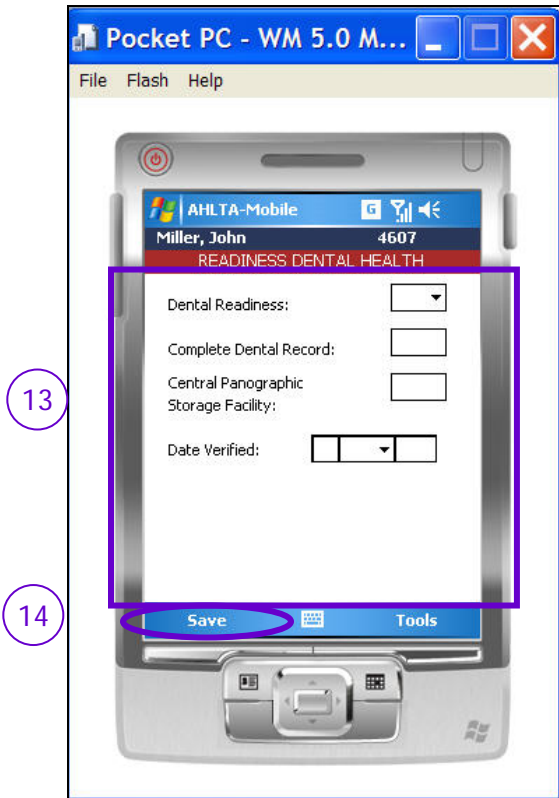


Figure 4-8. Readiness Dental Health Screen

Step	Result
13. Enter the following Dental Health information: -Dental Readiness I -Complete Dental Record Yes -Central Panographic Storage Facility DEN -Date Verified Today's Date See Figure 4-8.	
14. Tap Save . See Figure 4-8.	The Readiness Index screen appears as shown in Figure 4-9.

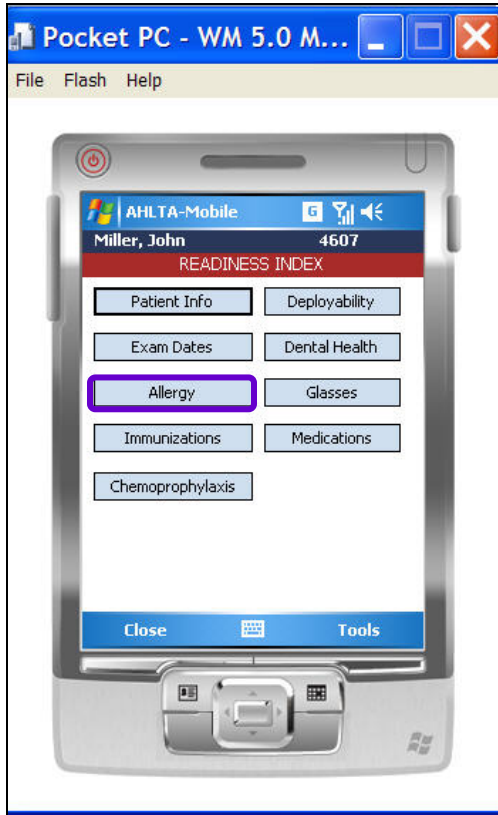


Figure 4-9. Readiness Index Screen

Step	Result
15. Tap Allergy on the Readiness Index screen. See Figure 4-9.	The Readiness Allergy screen appears as shown in Figure 4-10.

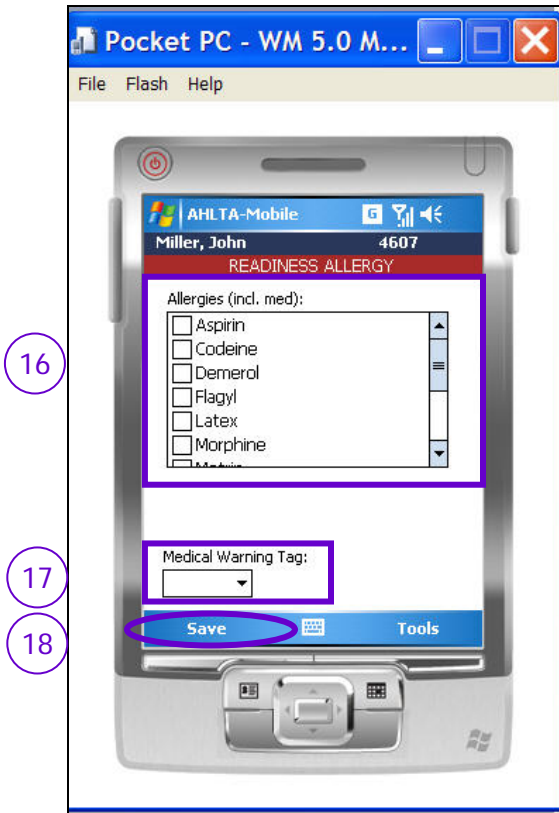


Figure 4-10. Readiness Index Screen Allergy

Step	Result
16. Select Codeine from the Allergies list. See Figure 4-10.	Allergy information displays.
Note: Use the scroll bar to continue through the Readiness screen.	
17. Enter Yes from the Medical Warning Tag drop down list. Enter the Medical Warning Tag Date of Issue in the field provided. See Figure 4-10.	Medical Warning Tag information entered.

Step

18. Tap **Save**.
See Figure 4-10.

Result

The **Readiness Index** screen appears as shown in Figure 4-11.

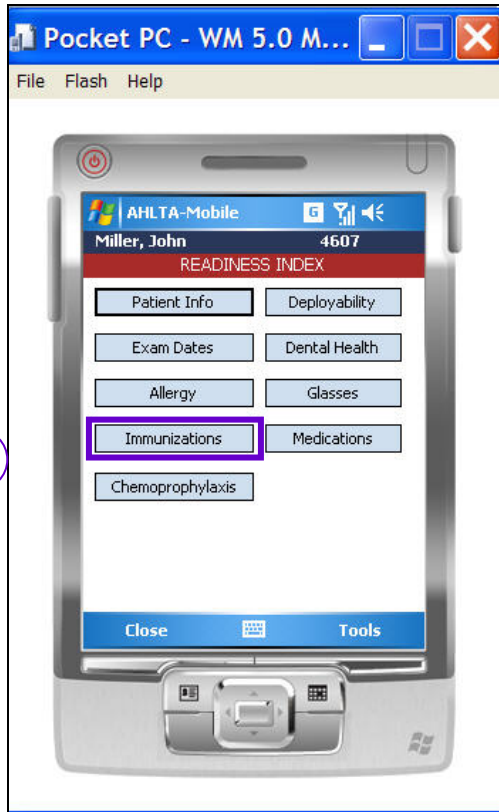


Figure 4-11. Readiness Index Screen

Step

Note: If the patient wore glasses, you would tap **Glasses** and enter the data on the most recent eye exam.

19. Tap **Immunizations** on the **Readiness Index** screen.
See Figure 4-11.

Result

The **Readiness Immunizations** screen appears as shown in Figure 4-12.



Figure 4-12. Readiness Immunizations Screen

Step	Result
20. Tap ... to enter the immunization dates. Use the following values:	
-Anthrax:	17 Dec 2004
-Hep A:	09 Mar 2003
-Hep B:	19 Jan 2004
-Influenza:	10 Nov 2004
-Measles:	17 Jul 2001
-Tetanus-Dip:	20 Jun 2003
-Typhoid:	13 Apr 2004
-Yellow Fever:	17 Jul 2001
-Smallpox:	08 Dec 2004
See Figure 4-12.	

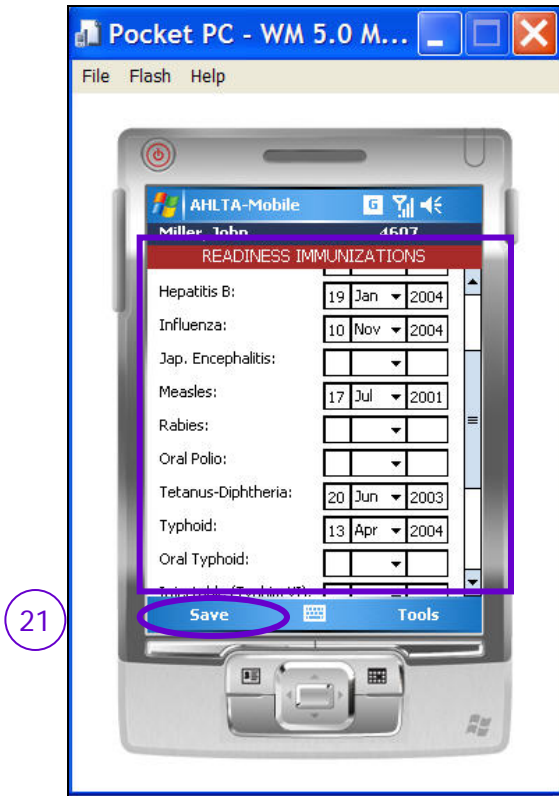
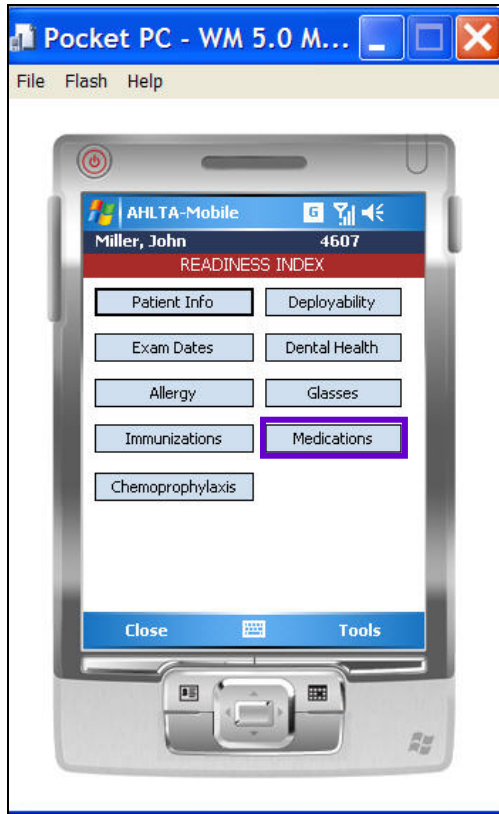


Figure 4-13. Populated Immunizations and Dates Screen

Step	Result
21. Tap Save . See Figure 4-13.	The Readiness screen reappears as shown in Figure 4-14.



22

Figure 4-14. Readiness Index Screen

Step	Result
22. Tap Medications on the Readiness Index screen. See Figure 4-14.	The Readiness Medications screen appears as shown in Figure 4-15.

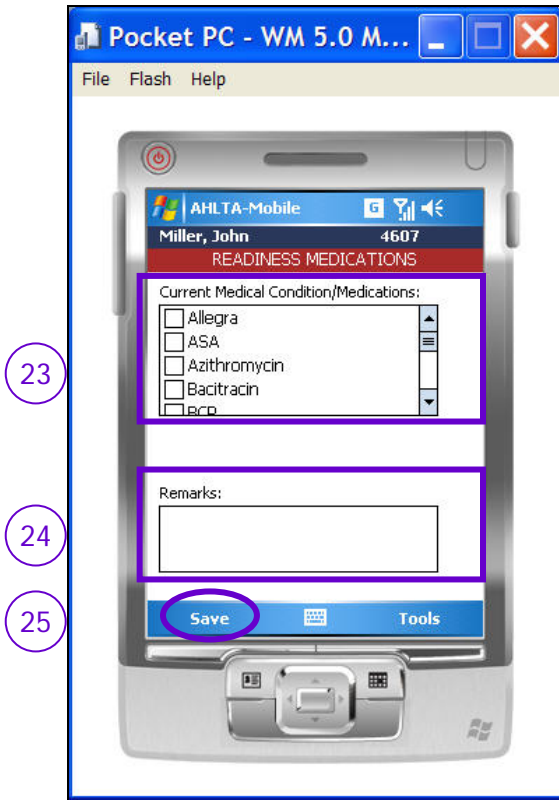
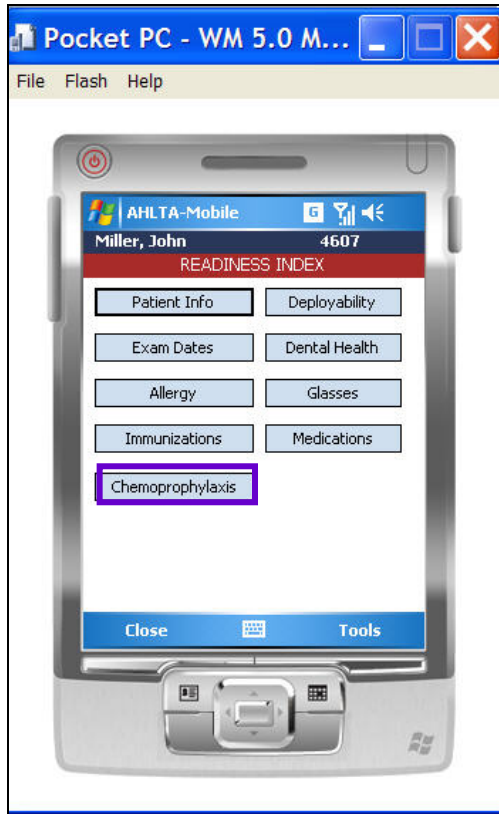


Figure 4-15. Readiness Medications Screen

Step	Result
23. Select Allegra from the Current Medications list. See Figure 4-15.	Medications entered.
24. Using the keyboard and stylus, enter Good condition in the remarks section. See Figure 4-15.	The remarks appear in the designated text box.
25. Tap Save . See Figure 4-15.	The Readiness screen reappears as shown in Figure 4-16.



26

Figure 4-16. Readiness Index Screen

Step	Result
26. Tap Chemoprophylaxis on the Readiness Index screen. See Figure 4-16.	The Readiness Chemoprophylaxis screen appears as shown in Figure 4-17.

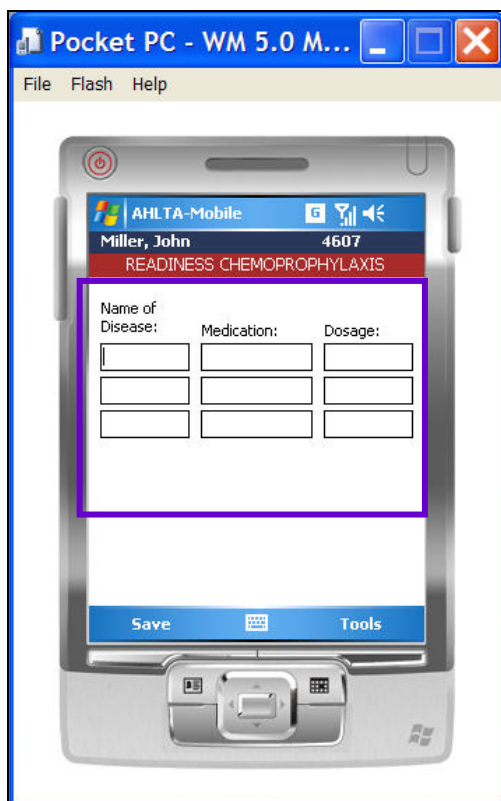


Figure 4-17. Readiness Chemoprophylaxis



Figure 4-18. Readiness Chemoprophylaxis Populated

Step

27. In the **Chemo-prophylaxis** section, enter Name of Disease **Malaria**, Medication **Chloroquine**, and Dosage **500 mg PO weekly**.
See Figure 4-18.

Result

Disease data entered.

Note: Use the scroll bar to continue through the **Chemoprophylaxis Readiness** screen.

28. Tap **Save**.
See Figure 4-18.

The **Readiness** screen reappears.

5. Student Practice – Add Patient

Scenario: A new soldier has been assigned to your unit in theater and you need to add his demographic data to AHLTA-Mobile. Use the following patient data:

Field	Patient Data
Last Name	Devlin
First Name	Scott
MI	K.
Sex	Male
SSN	882-62-0098
Birth Date	8/25/75
Race	Black
Religion	Catholic
Force	USA-R
Grade	E-6
Unit	62nd Med BN
ASI	Y2
MOS/FAD	91W
Mission Name	Operation Iraqi Freedom
UIC	MBN62
Home Station	Ft Bragg
Geolocation	Middle East
Country	Kuwait

Instructor Notes

Direct students to work independently and to enter the data provided in the scenario.

6. Student Evaluation – Enter Readiness Data

6.1 Skill

6.1.1 Scenario

Enter readiness data for the patient you entered in the Student Practice in Section 5.

6.1.2 Instructions

Find the patient's record and enter the following readiness data:

Instructor Notes

Observe students as they enter data to ensure that they can navigate the screens, create or locate a patient's record, and enter readiness data.

Field	Patient Data
Deployability	Deployable
Flight Status	Yes
Flight Rating	Yes
PRP	Yes
P	Category II
U	Category II
L	Category I
H	Category I
E	Category I
S	Category II
PULHES Data	Today's date
Dates of Last Exams	Today's date
Exams: Physical, HIV, DNA	Today's date
Dental Readiness	Category I
Complete Dental Record	Yes
Central Panographic Storage Facility	DEN
Date Verified	Today's date
Allergies	Sulfa
Medical Warning Tag	Yes
Date Issue	22 Apr 1985
Glasses	No

Field	Patient Data
Immunization Dates	Anthrax: 01 Dec 2004 Hep A: 29 Aug 2004 Hep B: 01 Dec 2004 Influenza: 29 Aug 2003 Measles: 21 Jun 1980 Tetanus/Dip: 21 Jun 1980 Smallpox: 21 Jun 1980
Disease	None
Medication	N/A
Dosage	N/A
Current Medications	None
Remarks	Excellent condition

7. Conclusion

This module covered how to:

- Add and edit patient demographic data
- Enter readiness information